Basic Operational Guide to Media Equipment

Gartley 103

Using the Touch Screen Panel

**Step 1: Start-up procedures**
Press/touch the **center button (UH Seal)** on the touch screen.

- to turn on podium microphone
- to turn on lavalier microphone
- to turn on microphone input on Auxiliary Panel
- to mute projected image
- to mute audio
- to mute microphones
- Press to resize and center projected image on screen
- Volume Control

**Step 2: Turn on equipment**
While waiting for the projector to warm up, turn on the equipment you want to show through the projector.
The following media are available in this classroom:

- **DVD/VHS Video Player** (located in cabinet below)
- **Document Camera** (located on desktop)
- **PC Computer** (located in cabinet below)

External devices such as laptop computers and other video/audio equipment may be connected through:

- **VGA Cable** (located on shelf)
- **Auxiliary Panels** (located left of the touch screen or in cabinet below)

**Step 3: Select media**
When the menu screen appears, select the type of media equipment you will be using.

- **DVD/VHS Combo Player** (located in cabinet below)
- **Document Camera** (located on desktop)
- **PC Computer** (located in cabinet below)
- **Press to display YOUR laptop** (through the VGA cable on shelf)
- **Auxiliary Panels** (located in cabinet below)
- **HDMI Input** (located left of the touch screen)

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The media equipment in this classroom has been provided by the **Center for Instructional Support**. Call **956-8075** for any questions, problems, or concerns. Visit our website at: [http://www.cis.hawaii.edu](http://www.cis.hawaii.edu).
Step 4: Close-down procedures
Press/touch the **red “System Off” button** located in the lower right-hand corner of the touch screen.

On the next screen, Press/touch the **green “YES” button** to turn off the projector. Turn-off all media equipment.

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**You can control the Blu-ray/DVD/VHS Combo Player through the touch screen. The following controls will appear after you select the media you are using.**

**For playing VHS Videotapes:**

- **Rewind**
- **Play**
- **Fast forward**
- **Pause**
- **Stop**

Press “Full Screen VHS” if you would like to view the image being projected on the touch screen with the set of controls.

**For playing DVD discs:**

- **Rewind**
- **Play**
- **Fast forward**
- **Next chapter**
- **Previous chapter**
- **Pause**
- **Stop**

Press “Full Screen DVD” if you would like to view the image being projected on the touch screen with the set of controls.

Use these controls to navigate through DVD menus.
**Auxiliary Inputs**—located on counter
(to attach other external video sources to the projection system)

**VGA Cable w/Audio**—located on shelf (to attach external laptop computers to the projection system)

1. Attach VGA cable before turning on laptop computer.
2. If no display occurs, hold down “Fn” key and press the function key with the monitor icon or the function key with the designation “LCD/CRT” to enable projector display. Function key will vary depending on laptop brand.
3. Recommended laptop display settings: 1280x800 @ 85Hz

Note: Internet access requires UH login and password.

**PC Computer**—located in cabinet

**DVD/VHS Video Player**—located in cabinet

**Auxiliary Panel**—located in cabinet
(to attach other external sources to the projection system)
Document Camera — located left of counter

Setting up:

1. Press Power button to turn on Desktop Visual Presenter
2. Turn on Lamp
3. Adjust Zoom
4. Adjust Focus

1. Raise the camera arm
2. Rotate the camera head
3. Adjust the lamp arm and lamp head

1. Press Power button to turn on Document Camera
2. Hold and press button to change frequency

1. Press Power button. Hold and press button to change frequency

i>Clicker® Audience Response System — located right of touch screen

i>Clicker® base
Plug USB drive containing i>Clicker® software into any USB port

i>Clicker® instructor remote
(available at CIS)

Smart® Display — located right of touch screen